

ADMINISTRATIVE - INTERNAL USE ONLY

9 September 1974

OFFICE OF PERSONNEL MEMORANDUM NO. 20-3-20

SUBJECT: Personnel Career Sub-Group Clerical Panel

1. Effective 1 September 1974, a Personnel Career Sub-Group Clerical Panel is established for the purpose of developing a program for the career development of all employees in grades GS-03 through GS-06, and certain employees (secretaries, records supervisors, file supervisors, etc.) GS-07 and above.

2. The responsibilities of the Panel are to:

a. Develop a formal orientation program for all careerists for which it is responsible.

b. Evaluate, at least once each year, all members of the Personnel Career Sub-Group, GS-03 through GS-06, and certain employees GS-07 and above.

c. Recommend the promotion of careerists to grades GS-04 through GS-07 and certain employees to grades GS-08 and GS-09.

d. Recommend qualified careerists for MP-designated positions which are graded GS-03 through GS-06 and certain positions GS-07 through GS-09.

e. Develop a program to insure the periodic counseling of employees by either the Career Management staff or Panel members on all phases of career development.

f. Develop training standards for clerical personnel and monitor training activities to insure that employees are being given the opportunity to participate in training. Participate in the development of appropriate training programs for clerical personnel.

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g. Establish criteria for the promotion and assignment of clerical employees.

h. Recommend to the Career Board the movement of clerical employees into professional positions when such employees meet established requirements for professional status.

i. Perform such other duties as are assigned by the Head of the Personnel Career Sub-Group.

3. The Career Panel will consist of five members of the Career Sub-Group in the grade range of GS-09 through GS-12. The appointment of Panel members will be made by the Head of the Career Sub-Group upon advice and guidance of the Career Board. Panel members will be appointed on a yearly basis. At least two members will be rotated each year. No member may serve more than three years on the Panel. The composition of the Panel will be set forth in a separate Office of Personnel Memorandum.

4. A Personnel Officer, from the Office of Personnel, Career Management staff, will serve as the Executive Secretary of the Panel.

[Redacted Signature]

F. W. M. Jarney  
Director of Personnel

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